

Surf Pines Association



Owners' Guide

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Useful Telephone Numbers

Emergencies

911

Surf Pines

- Security/Maintenance 503-861-0637
Cell 503-298-7911

Agencies

- Clatsop County Animal Control 503-861-7387
- Clatsop County Community Development Department 503-325-8611
- Clatsop County Sheriff 503-325-2061
- Clatsop County Soil and Water Conservation District 503-325-4571
- Gearhart Fire Department 503-738-7838
- Oregon Dept. of Fish & Wildlife 503-338-0106
- Oregon Dept. of Forestry 503-325-5451
- Oregon Parks & Recreation 503-861-3170
- Oregon State Police 503-325-2231

Utilities

- Cable (Charter Communications) 866-731-5420
- Electricity (Pacific Power) 888-221-7070
- Gas (Northwest Natural) 800-422-4012
- Refuse and Recycling (Recology) 503-738-5717
- Telephone (Century Link) 800-244-1111
- Water (City of Warrenton)
 - Billing 503-861-2233
 - Service problems 503-861-0912

Surf Pines Owners' Information Guide



Welcome to Surf Pines

Whether you are a new resident or an established resident, this *Owners' Information Guide* is intended to serve as a basic reference booklet about Surf Pines. More detailed information is available through the website (www.surfpines.org).

Surf Pines Association

Surf Pines is incorporated as a nonprofit corporation under the laws of the State of Oregon as a Home Owners Association (HOA). The name of the corporation is ***Surf Pines Association***. The association is governed by Articles of Incorporation, Bylaws, and Policies. In addition, some subdivisions within the borders of Surf Pines have an additional HOA complete with their own Covenants, Conditions, and Restrictions (CC&R's).

Articles of Incorporation

The "Articles of Incorporation" includes complete information about the purposes of the Association; including boundaries; management; membership, and members' voting rights. An application for membership is also included.

Bylaws

The "Bylaws" include complete information about the governance of the Association.

Policies

Policies of the Association are rules developed by the Board of Directors to control and protect the assets of the corporation.

CC&Rs

Surf Pines, as a whole, does not have Covenants, Conditions, and Restrictions (CC&Rs) concerning the development and use of property. Those rules and regulations are developed by Clatsop County and administered by the Clatsop County Community Development Department. Remember that some subdivisions within Surf Pines have their own CC&Rs, so when in doubt about CC&Rs, ask before you act.

Self-Managing Community

Surf Pines is a self-managing community. The members of the Association manage the community through scheduled meetings and various methods of written communication. As a self-managing community, the community depends on volunteers. Volunteers staff the five member Board of Directors and the committees. More volunteers are always needed and welcome. Contact any Board member or committee chair to volunteer.

Only two positions of the management team are paid, an administrator/bookkeeper and a security/maintenance employee.

Administrator/Bookkeeper

Administrator/bookkeeper advises the Board of Directors; assists the president, the other officers, and the chairpersons of the committees. He/She keeps track of the financial records, prepares checks for payment, prepares invoices as necessary, advises the Treasurer on the financial health of the Association and performs the administrative tasks that are required for the Association to function. Additionally, he/she is the liaison with lawyers or government officials as necessary.

Security/Maintenance Employee

Employee resides in the gatehouse at the south gate and provides security for residents and maintains property of Surf Pines by:

- Presenting an image to the general public that security is a priority in the community
- Patrolling the roads and grounds to observe and either correct or report unsafe conditions
- Notifying law enforcement agencies when assistance is required
- Maintaining gate mechanicals and assigning entry codes when required.
- Keeping road signs visible and roads clear of debris
- Maintaining roadsides, walking paths, and park areas

Meetings

- Annual Meeting
 - Typically held in August each year to elect directors, consider an annual budget, and transact other business. All members welcome.
- Board of Directors
 - Meets on a time schedule determined yearly by the Board. Usually meets every other month. All members welcome.
- Committee meetings
 - Community Relations - Meetings held as required to plan functions
 - Roads & Grounds - Monthly meeting held as determined by the committee. All members welcome.
 - Budget - As required to draft budget for the next year
 - Emergency Preparedness - As required
 - Nominating - Prior to Annual Meeting as required to nominate members for Director positions
 - Ad hoc committee meetings - As required

Check either the Association's Web site (www.surfpines.org) or the bulletin boards at

the north and south gates to confirm the date, time, and place.

Communications

In addition to meetings, communication among members of the Association is accomplished through these avenues:

- Association's Web site (www.surfpines.org), which publishes meeting agendas before the meetings, minutes soon after the meetings, and a wealth of other information
- The *Surf Pines Breeze*, a newsletter, which is published quarterly
- The Surf Pines Association's *Directory*, a list of members who have homes in the community, their addresses, their e-mail addresses, and their telephone numbers, which is published occasionally and is available on the website.
- This Surf Pines Association's *Owners' Information Guide*, which is published occasionally and is also available on the website.
- Bulletin boards at the north and south gates provide an additional channel of communication.

Finances

The fiscal year begins on July 1 and ends on June 30. Quarterly dues from all property owners provide funds to finance the association. Dues are billed in arrears on the first day of each quarter for services provided during the preceding 3 months and are payable within 30 days of the statement date. Penalties for late payment are outlined in the policy manual developed by the Board of Directors. In addition to funding the operating budget, the dues support reserves for future gate and road expenses. Other income sources include some one-time charges:

- Development Fee (\$1000), reserved for capital expenditures, is collected when a building permit is obtained for a new home.
- Road Impact Fee (\$0.50 per square foot of living area) is collected when a building permit is obtained for a new home.
- Gate Fee (\$225) is collected when an individual gate operating code is assigned to a member.
- Remote transmitter (\$25 each) may be purchased to operate the entrance gates (Not required)

Security

The safety and security of residents and property in Surf Pines are priorities. The security manager is not a police officer or a dog catcher. His/her security responsibilities are:

- Investigate any suspicious or illegal activity and report it to appropriate authorities.
- Monitor vehicle speed on the roads of Surf Pines to protect residents and wildlife.
- Ensure rules concerning no hunting and no fireworks are followed.
- Report uncontrolled dogs to Clatsop County Animal Control.

You can support the security manager by adhering to the rules of the Association and keeping a watchful eye on the activities around you.

Gate Codes and Transmitters

To provide security, the gates limit access to Surf Pines to members, their guests, and others who are authorized to enter. The entrance gates are opened either by entering a gate code on the key pad or by pressing a button on a hand-held radio transmitter.

- Personal gate codes and radio transmitters
 - Open the entrance gates 24 hours per day and are **“for the use of the owner and his or her immediate family only”**.
- "Visitor" gate code
 - Opens the gates between the hours of 6:00 a.m. and 9:00 p.m.
 - Changes monthly and is listed on the website.
 - Should be provided to your guests and others whom you authorize to enter the gates.
 - Upcoming monthly visitor gate codes are provided with your quarterly dues statement or can be obtained from the security manager.
- Contractor/service provider codes
 - Provide access between 6:00 a.m. and 9:00 p.m. (If you have a service provider who needs access at other hours for emergency services, then contact the security manager.)
- Public safety and utilities codes
 - Provided access 24 hours per day.
- Special codes
 - Provided for parties or special events
 - Provides access for your guests for the day and time of the event only.
 - Contact the security manager at least a week in advance to make arrangements.
- Garage sale or real estate open house
 - Gates can be open from 8:00 a.m. to 5:00 p.m. on the last Saturday and the following Sunday of each month for either a garage sale or a real-estate open house.
 - Make arrangements with the security manager at least a week in advance.
 - **Do not put your personal gate code in a newspaper advertisement, post it on a sign, or make it available in any other way to anyone except for your immediate family.** A personal gate code that is made public will be removed from the computer.

Operation of the Gates

- Procedure to open an entry gate
 - Residents with a radio transmitter.
 - Approach the post on which the keypad is mounted, press the button on the transmitter until the red light mounted to the right side of the gate comes on. (Repeatedly pressing the button will stop the gate and delay your entry). **Wait until the gate is fully open before proceeding.** The radio transmitter operates on a 9-volt battery and should be replaced once per year for uninterrupted service.

- Visitors or residents without a radio transmitter.
 - Enter the gate code on the keypad that is mounted on a post ahead of the gate. (If you enter part of the code incorrectly, press the * key once to clear the entry and start over from the beginning of the code. If an invalid code is entered three times in succession, you are required to wait three minutes before reentering your code)
 - When a valid code is accepted, a red light mounted to the right of the gate comes on and the gate opens. **Wait until the gate is fully open before proceeding.** After passing through the gate, the gate will close automatically after the vehicle passes through the electric safety eye.
- Remote operation
 - Visitors without a gate code may be allowed entry via telephone (**but not** your cell phone).
 - Three-step procedure:
 - The visitor drives up to an entry gate, stops next to the keypad and follows instructions on the screen to find resident's name followed by a special number (**not** the telephone number).
 - The visitor enters the special number on the keypad, thereby connecting through the Sentex telephone to the resident's telephone.
 - Resident answers the telephone and, after identifying the visitor as a person to be admitted or not, either press 9 on the telephone to open the gate or hang up to leave the gate closed.
 - The telephone call is short. After answering the call, the 9 key must be pressed within 90 seconds or the connection is broken and the visitor has to start over at step 2. (Residents may want to practice this procedure with a member of the family at an entry gate and another member by the home telephone.)
 - Note: To protect privacy, name is not listed in the system directory at the gate unless requested by the resident. Residents desiring their name in the directory at the gate must contact the security manager.
- Exit gates
 - Unlike the entry gates, the exit gates open automatically as a vehicle slowly crosses over the white diamond painted on the pavement in front of them and they close automatically when the vehicle passes through the electric safety eye. However, a vehicle that is traveling faster than 10 miles per hour might not activate the exit gate controller. **Wait until the gate is fully open before proceeding.**

Tips about the Gates

- Press the numbers on the keypad firmly.
- Replace the battery in your transmitter once per year to ensure its reliability. If the transmitter fails to work with a new battery, then report it to the security manager.
- Do not open an entrance gate to allow a vehicle ahead of you to enter unless you know the occupant. You might be admitting someone who does not have a reason to be in our community.
- Do not use the transmitter at the exit gates. Exit gates open automatically.
- **Wait for the gates to open fully and lock in place vertically before driving ahead to avoid damage to your vehicle and the gates.**
- Never enter or exit through the wrong gate. You might damage your vehicle, another vehicle, or the gate.
- Report improperly operating gates to the security manager

Vehicle Speed

Because drivers share the roads of Surf Pines with bicyclists, runners, joggers, walkers, dogs, children at play, elk, deer, and other wildlife, the posted speed limit on the roads is 25 miles per hour. Any driver who habitually speeds on the roads of Surf Pines should be reported to the security manager, who reports the speeding, in turn, to the Board of Directors. Do not confront a speeder. Do not endanger yourself. But do get a license-plate number and as complete a description as possible of the vehicle, the driver, and the occurrence of speeding, including time and place. Report the incident to the Security Manager.

Burning and Debris Disposal

To reduce the risks to residents and property presented by fire and smoke, guidelines have been established for residents, developers and contractors who plan to burn yard debris, construction debris, or land clearing debris.

Residents' Debris Burning Guidelines

If you plan to burn a small amount of debris, follow these guidelines to minimize risk:

- Contact the Gearhart Fire Department and the Oregon Department of Forestry to be sure that burning is permitted. (Burning is prohibited during the fire season, which usually extends from July through October, but varies from year to year depending on the weather.)
- Attend the burn at all times.
- Burn only during daylight hours.
- Burn either in a barrel or in a pile no larger than 4 feet x 4 feet x 4 feet.
- Place the barrel or the pile away from combustibles, such as brush and grass, and no closer than 50 feet from any building and fence.
- Do not burn if smoke might affect health or damage property.
- Keep at ready hand tools to extinguish the burn, such as a fire extinguisher, a water hose, and a shovel.
- •Extinguish the burn completely before you leave it.
- If either fire or smoke from a neighbor's burn is a problem, then the simplest solution

- often is to talk with your neighbor and make him or her aware of the problem.
- If a burn seems to be out of control or smoke from it is creating a serious nuisance, then call 911 and report the burn to the dispatcher, who will send the Gearhart Fire Department or the Oregon Department of Forestry to extinguish it. Violation of the guidelines could result in liability for the fire department's response.

Policy on Disposal of Large Amounts of Debris Resulting from Clearing Land

It is the policy of the Surf Pines Association that all logs, limbs, brush, and other debris created by or resulting from the clearing of land in advance of the construction of a home (or for any other purpose that results in a large amount of material) will be disposed of in a manner other than by the use of fire. Options include but are not limited to chipping the debris and spreading it on the property that has been cleared or trucking the debris out of Surf Pines for disposal elsewhere. If you know of an impending violation of this policy, then report it to the security manager, who will report it to the administrator and the Board of Directors for action.

Fireworks

To reduce the risk to residents and property presented by fireworks, the use of fireworks of any kind, including firecrackers, is prohibited in Surf Pines, except on the public beach, where state laws are strictly enforced by the Clatsop County Sheriff and the Oregon State Police.

Firearms and Hunting

- Discharging a firearm is prohibited in Surf Pines to reduce the risk to residents presented by firearms. Any use of firearms should be reported to the security manager, who reports the incident, in turn, to the Clatsop County Sheriff for action.
- Hunting of any kind is prohibited in Surf Pines. Any hunting should be reported to the security manager, who reports the hunting, in turn, to Oregon State Police and Oregon Department of Fish and Wildlife. Do not confront a hunter. Do not endanger yourself. But do get as complete a description as possible of the hunter and the occurrence of hunting, including time and place.
- Pursuing, molesting, trapping, injuring, and killing animals and birds in Surf Pines are all prohibited without the approval of the Board of Directors. As an exception to the rule, control of damaging rodents is permitted, provided that it is accomplished in a manner that does not endanger children, pets, or other wildlife. Poisons that might be dangerous to people, pets, or other wildlife are to be avoided.

Dogs and Other Pets

Dogs in Surf Pines should be either confined, kept on a leash, or under voice control. Per Section 8.1(e) of the Bylaws, the Board of Directors may impose an assessment when a dog is allowed to run loose out of sight of the owner. Dogs and other pets must be controlled so that they are neither a danger nor a nuisance to either residents or wildlife.

According to a Clatsop County ordinance, a dog is either a danger or a nuisance if it:

- Bites any person
- Chases either people or vehicles
- Damages the property of a person other than the owner of the dog
- Trespasses on the property of a person other than the owner of the dog
- Scatters garbage
- Disturbs any person by frequent or prolonged barking
- Is a female in heat running at large

If a neighbor's dog is a problem because it runs loose, then the simplest solution often is to talk with your neighbor and make him or her aware of the problem. If the problem persists, then report it to the security manager, who, if necessary, will report it to Clatsop County Animal Control for action. No animals other than domestic household pets may be kept on any part of a property in Surf Pines. Animals may not be bred or raised for commercial purposes or kept in unreasonable numbers. A maximum of five dogs is permitted at any residence.

Roads & Grounds

The Roads and Grounds Committee provides recommendations for the maintenance and improvement of Association gates, roads and other properties. The committee plans for the maintenance and improvement of the security house, the meeting house, the community park, and beach paths. You can see the roads, the paths, and the park on the map of Surf Pines that is inside the front cover of this booklet.

Roads

All roads shown on the map, except those designated as private streets, are owned and regulated by the Association. Motorcycles and all other motor vehicles operated on the roads of Surf Pines must comply with Oregon law, and they must be operated only on roads. All-terrain vehicles (ATVs) are prohibited on the roads of Surf Pines, on easements, beach paths, and on the dunes. The only place that ATVs may be driven in Surf Pines is on private property.

Beach Paths

Paths provide access to the beach for members and their guests. Currently, beach access is provided at six locations that are marked with sign posts reading "To Beach":

- Path #1 - Just north of 89066 Ocean Drive
- Path #2 - Just north of 89254 Ocean Drive
- Path #3 - Ocean Drive at High Surf
- Path #4 - Ocean Drive at Horizon
- Path #5 - Just north of 89956 Ocean Drive
- Path #6 - Ocean Drive north of Malarkey

Note: Each path has a locating post on the beach marked with the path number.

All of these paths to the beach are for foot traffic only. Please respect the private paths located on individual member's private property.

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Any vehicle traffic on either the dunes or the paths to the beach should be reported to the Oregon State Police for action and to the security manager for the record.

- Do not confront trespassers.
- Do not endanger yourself.
- Get a license-plate number and as complete a description as possible of the vehicle, the driver, and the occurrence of driving on the dunes, including time and place.

Additional Paths

- Path from Manion Drive to Ocean Drive is located near 89924 Manion Dr and 89920 Ocean Dr.
- Sunset Lake access is provided to members, guests, and their boat trailers. Access is located just south of 89853 Manion Drive and is marked with a signpost reading "To Lake."

Community Park

Surf Pines Park, a community park, is located at the corner of Ocean Drive and Horizon. It is available for the use of members and their guests. Besides a barbecue and picnic tables, the park includes swings, horseshoe pit, a volley ball court, and a playfield. Your use of the park is encouraged. Groups may use the park for picnics, weddings, receptions, and other gatherings (except religious, political, or other rallies), provided that at least one member of the group is also a member of the Surf Pines Association. The member of the Association is responsible for scheduling the use of the park with the security/maintenance manager, with the scheduling available on a first-come, first-served basis. The member of the Association is also responsible for cleanup of the park after the gathering.

- Note: Because the park is a community park, open to all members at all times, it is not available for the exclusive use of any one group at any time.

Community Relations

The Community Relations Committee promotes positive community relations within Surf Pines by welcoming new residents and sponsoring events that are designed to bring together all members of the community. The committee also works, on an ad hoc basis, to maintain goodwill among neighbors. Events such as wine tasting parties, an ice cream social, 4th of July picnic, community garage sale, and Christmas party are usually planned each year.

Emergency Preparedness

Surf Pines residents are urged to develop personal plans to keep themselves safe during an electrical outage, a severe windstorm, a fire, an earthquake, a tsunami, or other emergency. Assisting neighbors, if needed, should be included in emergency planning. Ongoing training is dependent upon volunteers and instructors from outside agencies. Residents who volunteer to become "Neighborhood Captains" may lead small gatherings to provide information, training, and updates as necessary.

Information provided by the Red Cross and other emergency preparedness agencies is available at the Surf Pines Association office located near the south gate on Surf Pines Lane.

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